

C-O-N-F-I-D-E-N-T-I-A-L

21 March 1956

MEMORANDUM FOR: All Training Liaison Officers

SUBJECT: Conference Leadership Course No. 2

1. Conference Leadership Course No. 2 will be offered 16 April to 23 May 1956 in substitution for the Intelligence Briefing course scheduled for that period. It will meet in Room 2202, Alcott Hall, Mondays and Wednesdays, 0930 - 1130, for a total of 24 hours. Prof. Edwin L. Stevens of George Washington University will be the instructor.

2. The course is designed for officers in all components of the Agency who are responsible for leading conferences, chairing large committees, and moderating discussion groups. The first two class sessions are devoted to lecture-discussion on principles, techniques, planning, and problem solving; the remaining sessions are devoted to applied exercises in which members of the class serve as leaders and participants. All exercises are subjected to constructive criticism.

3. The class will be limited to 16 students. Applications in excess of this number will receive priority consideration in subsequent offerings.

4. Training requests should be submitted to the Registrar, OTR, Room 17, Building by the close of business 9 April.

Acting Director of Training

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